



# Fort Nelson First Nation

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## INTERNAL/EXTERNAL POSTING

<b>Position Title:</b>	Housing Manager	<b>Posting #:</b>	30-2024
<b>Department:</b>	Community Infrastructure & Safety Services (CISS)	<b>Grade:</b>	8
<b>Location:</b>	Office at 3016 Reserve Rd; Multiple Sites Served	<b>FTE:</b>	1.0
<b>Supervisor:</b>	Director, CISS	<b>BH Rate:</b>	\$37.90-\$43.90
<b>Key Areas:</b>	Budgets/Spending, Safety, Security, Contact, Assets, Reporting, Manage People	<b>BW Salary:</b>	\$2653.00-\$3073.00
<b>Effective Date:</b>	Immediate, full time permanent	<b>First Posted:</b>	2024-07-08
		<b>Closes:</b>	2024-07-21

### Job Scope

The primary responsibilities of the Housing Manager are to directly manage the housing operations and programs and services for rental housing stock, elders housing stock, including budgets and staffing matters. The Housing Manager plans, manages, organizes, directs, controls and evaluates:

- a) Housing operations, programs and services;
- b) Budgets, and reporting; and,
- c) Workload distribution and performance management of all subordinates.

Primary goals are for the management of rental units on reserve and the assurance of a well-functioning social housing system that supports safety and improvements that promote good quality of life for tenants and community members at large. The manager ensures security and safeguards for buildings, equipment, work sites, and personnel. A primary responsibility of the Manager is to perform technical assignments within the Housing systems, and to prepare and audit records, reports and polices to ensure compliance with regulations, and internal and external stakeholder reporting requirements, and to administer and safeguard documents and records for the employer. A key element of success is knowledge of reference persons and materials to assist in addressing problems, challenges and issues; references also include contracts, legislation, government agents, written policies, and procedures. This overtime exempt position is responsible for managing the employment relationship with subordinates, conducting performance management reviews and performance corrections. As an overtime exempt position, the Manager is only eligible for extra-regular hours pay when extra-ordinary projects are part of the approved budget and approved by the Director; otherwise only time in lieu of overtime applies. Other related duties as required.

### Candidate Profile

The Housing Manager is a professional, ethical and responsible individual who ensures confidentiality of information, and adheres to policies and procedures, and oversees employees and works with other department managers and division heads to form a positive and supportive workplace atmosphere. The Housing Manager has good interpersonal skills including strong listening skills, and strong written and verbal communication skills, and is responsible for exercising sound judgment within policy guidelines. This position communicates with any worker involved in the work production chain such as, Tradespersons, Paraprofessionals, Professionals, agents and affiliates, and maintains contact with the occupational health and safety committee members, and the



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general public. This position is responsible for preparing reports for senior management and occasional reports to Council.

### Preferred Qualifications

#### Experience:

- Seven (7) years' progressive experience managing budgets and reports
- Three (3) years' experience in a related field of work with at least one (1) year progressive experience overseeing work teams/crews and support staff.
- Experience with proposal preparation, project management, program management, and budget preparation and implementation.
- Some experience working with other service providers.
- Experience working with regulations governing work
- Experience working with privacy protected information, filing systems and record keeping

#### Knowledge:

- Mature individual of professional presentation with a minimum grade 12 high school diploma, supplemented by completion of a college certificate or diploma in the required discipline.

#### Skills:

- Strong communication skills (written and oral) and documentation skills (includes business documentation)
- Strong interpersonal skills and ability to interact professionally with all levels of the organization, government and public.
- Strong leadership and team building skills.
- Proficient computer skills such as MS Office Suite and/or Google™ Workspace products.

#### Abilities:

- Ability to listen to understand and ask questions for clarification and to implement resolution skills.
- Ability to maintain diplomacy in the Community and with outside parties.
- Ability to prioritize, organize and manage multiple and diverse projects and operations, while adhering to budgets and timelines.

#### Other (required):

- Willingness and ability to work on call and on weekends as necessary
- Compliance with BC Immunization program, TB Screening, and FNFN's COVID-19 vaccination policy.
- Satisfactory completion of a police information check.
- Ability to provide own transportation to work.
- Valid Class 5 BC Driver's License and Drivers Abstract.

#### Optional (Assets):

- Degree in Real Estate Management, or Project Management
- Previous experience working in an MRP or ERP systems environment



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- Strong Excel skills including experience with pivot tables and macros
- Other experience with report writing tools (e.g. SAP Crystal, MS Access)
- Previous First Nation's housing management experience
- Other certificates: First Aid, WHMIS, OHS
- Ability to speak Dene and/or Cree.

### Work Conditions

Core business hours are Monday to Friday, 8:30 a.m. – 4:30 p.m., excluding holidays. Majority of work time is split between office-type environment and field environment. Interacts with all levels of the organization, government, and public as approved by the Director. Safety protocols must be adhered to, with PPE as required. Required to attend evening meetings and provide public presentations. Required to drive a company fleet vehicle. May be exposed to unpleasant dealings in emotionally charged situations; stress is inherent in this role.

### Compensation

**Remuneration:** Competitive hourly wage, 35-hour standard work week, comprehensive benefits (health/dental, insurances, weekly indemnities), pension, and 4 weeks vacation. Rate offered to the successful applicant is pending certification(s), experience, knowledge, skills, abilities and other attributes.

**Lifestyle:** This unique work opportunity offers a life experience in one of the most beautiful and affordable places to live in Canada. Fort Nelson is a regional municipality with year-round indoor and outdoor recreation and cultural activities. Explore the 'Serengeti of the North' in our super natural Northern Rockies, British Columbia!

### Application Instructions

**Closes:** July 21, 2024 at 11:59 p.m. \*Preference may be given to qualified First Nation's applicants. Kindly forward your cover letter and resume to: [recruitment@fnnation.ca](mailto:recruitment@fnnation.ca)

We thank all individuals for applying, but only those applicants whose applications clearly demonstrate meeting all of the requested minimum requirements will receive a reply. \* Constitution Act, 1982 [Section 35]; Canadian Charter of Rights and Freedoms [Section 15(1)]; Canadian Human Rights Act [Section 16(1)]; Employment Equity Act [Section 5(a), 10(b)]; Declaration on the Rights of Indigenous Peoples [Article 22]; ILO Convention 169 on Indigenous and Tribal Peoples in Independent Countries.